

Embassy of the United States of America
Small Grants Office, P. O. Box 9536, Pretoria 0001
Phone: (012) 431 4240 Fax: (012) 012 342 2190

The Ambassador's HIV/AIDS Small Grants Program

The US Ambassador's HIV/AIDS Small Grants Program assists small grassroots, community-run projects in all nine of South Africa's provinces. The program focuses on health service delivery to communities affected by HIV/AIDS. This is a service delivery program and each organization that is funded will be required to measure the results it achieves with the grant. Each project must also help itself by giving money, labor or other services to the project. The greater the involvement and contribution from the local community, the more likely the project grant will gain approval.

The Ambassador's HIV/AIDS Small Grants Program anticipates supporting community groups in such efforts as: assisting local health clinics and home based caregivers; supporting programs that train care-givers; and providing services to families and centers caring for orphans and vulnerable children.

The Ambassador's HIV/AIDS Small Grants Program cannot contribute money to a building fund, nor can it pay for vehicles. *Please read the guidelines carefully on the following page.*

Grants generally range between US \$5,000 and US \$10,000. In special circumstances and with justification grants can be awarded up to US \$20,000. Organizations that already receive direct funding or substantial support from the USG need not apply. Grants will be awarded for a one year period. Requests to renew a grant for up to three years will be carefully reviewed and in exceptional cases granted. After the money is used, the project must be able to keep going on its own or with the help from the community. Please remember that the Program receives many applications and has only a limited amount of funds available.

If your organization has a project that falls within the Ambassador's HIV/AIDS Small Grants Program guidelines, use the enclosed application to apply for a grant and send it to the office nearest you. The Small Grants Coordinator may schedule a site visit to assess the capabilities of the local committees organized to implement the grants.

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Pretoria 0001

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Houghton 2041

American Consulate
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(011)-644 8132
(011) 646 6914

TO BE CONSIDERED FOR FUNDING, PROJECTS MUST COMPLETE THIS APPLICATION AND SUBMIT THE REQUESTED DOCUMENTS. All applicants who would like to be considered for 2006 funding must submit applications no later than March 31, 2006.

The Ambassador's HIV/AIDS Small Grants Project Guidelines

There is no ideal Small Grants project. However, successful projects share similar features and are commensurate with the spirit, if not letter, of the following criteria.

HIV/AIDS Small Grants activities fall into one of two categories:

- Supporting orphans and vulnerable children (OVC)
- Supporting community-based HIV/AIDS palliative care and home health care

It is imperative that projects focus on service delivery (e.g., how many children or patients served; how many sites involved; how many people trained).

Small Grants activities should:

- Address one of the two categories above and be related to service delivery (training people, saving patients, aiding orphans).
- Improve basic conditions at the local, community or village level.
- Be community driven. Projects should be oriented to communities, not individuals.
- Benefit a substantial number of people in the community.
- Involve a contribution of labor, money or materials by members of the local community.
- Be within the means of the local community to operate and maintain.
- Lend themselves to quick implementation and impact, utilizing the entire grant within the one-year agreement period.
- Be conducted by local (South African) groups. Community-based organizations, faith-based organizations and groups of people living with HIV/AIDS are encouraged.

Measurable Results. All programs must have definable objectives that contribute to HIV/AIDS prevention and care. These objectives must be measurable. Each applicant should include their target results in their application, and must report on results twice a year (March 31 and September 30). Results must be measurable in any of the following categories:

1. Orphans and Vulnerable Children (OVC) – number of OVC programs, number of OVC served, number of providers/caretakers trained

2. Community-based Palliative Care – number of service outlets, number of individuals provided with general HIV-related palliative care, number of individuals trained to provide general HIV-related palliative care

For example, a program supporting OVC care might project that over a one-year period 100 OVCs will receive services, or a program of home-based caregivers might have a target of providing care to 100 patients.

Small Grants funds may be used for the following:

- Ongoing administrative or operating costs, such as stipends or rent are authorized but should be paid sparingly
- Home-based caregiver kits and medical supplies
- Training for staff and volunteers
- Prevention and Awareness campaigns, workshops, and outreach sessions to the community
- Equipment for OVC centers
- Educational materials and training supplies

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APPLICATION FOR A SMALL GRANT**DATE SUBMITTED:**

Name of Organization: _____

Name of Project Coordinator: _____

Telephone/ cell (very important) _____ Fax: _____

E-mail address (if any): _____ Traveling time from Pretoria: _____ hours.

Postal Address: _____ Postal Code _____

Physical Location* _____ *See also next page

Nearest city/town _____

Description of your Organization and Project: _____

Project cost: **QUOTATIONS from VENDORS must be attached supporting these figures.**

a) Briefly explain what the requested funds will be used for:

b) Amount requested from the United States Small Grant: R _____

R _____ training for members

R _____ workshops/campaigns in community

R _____ to purchase material/equipment for _____

R _____ to pay services for _____

R _____ stipends

R _____ rent

R _____ telephone

R _____ transportation

R _____ to pay for other (specify) _____

Total: R _____

If your project is a Drop-in Center, please answer the following question:

How many orphans and vulnerable children (OVC) are at your drop-in center? _____
How many caregivers work at your drop-in center? _____
How many caregivers have been trained? _____
Where did the caregivers receive their training? _____

Please note there is an extremely high demand for financial assistance and Small Grants funds are limited. Incomplete applications will not be considered. You may provide additional information supporting your application.

What has the community contributed to the project? Please be specific and give examples.

Community cash contributions: _____

Other community contributions: _____

List other contributors to this project and amounts already given or promised:

Number of people active in the project: _____

What month and year did your project or organization start? _____

Has your organization ever received funding from the U.S. Government? Yes / No

(If yes, please explain) _____

What measurable results will your program achieve? (See Guidelines for a description of Measurable Results in the areas of OVC, HIV Prevention and HIV/AIDS Care) _____

Signature _____ Printed Name _____

For your application to be considered, you MUST attach the following documents:

1. A detailed **history** of your organization and project stating when it started, what has been accomplished, what you have done for the community, and how the community supports you;
2. A copy of your **constitution**;
3. A **list of committee members** with their names and addresses;
4. A **map** showing how to get to your project from the N2 or major road;
5. Copy of project **bank account details** including name of bank, account name, account number, and branch;
6. Copies of **quotations from authorized vendors** for all items and services for which you are requesting funding;
7. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g. signed **lease agreement** or **land deed**.